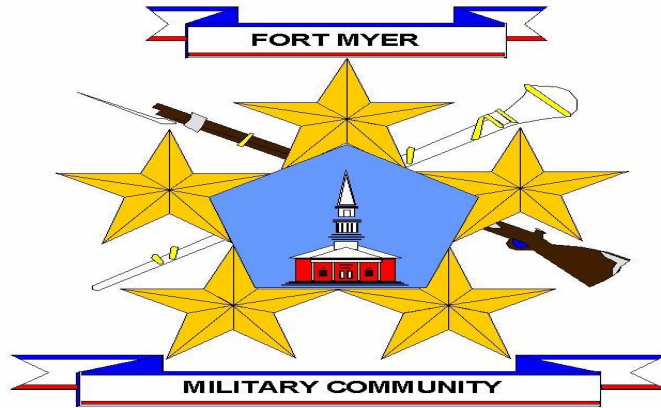


FORT MYER MILITARY COMMUNITY



INSTALLATION SUPPORT SERVICE CATALOG PROCEDURES GUIDE

August 2006

PREFACE

Welcome to Fort Myer Military Community (FMMC). This catalog is designed to familiarize Partners of the support available from Ft. Myer. Partners will be able to use this catalog to select support services, based on their mission requirements.

Requesting Support Services

Partners will determine what support is required and then contact the FMMC, Support Agreement Manager to begin the support agreement process. Address and telephone numbers are provided below.

After reviewing this catalog, the partner will be requested to fill out an Agreement Coordination Worksheet. This partner data will be used in drafting the support agreement and determining costs. The receiver should identify specific or special support requirements to ensure availability here at FMMC.

Once your requirements are received by the Support Agreement Manager, a draft support agreement will be developed based on services you have selected from the catalog. Only special or above normal support will require staffing with FMMC functional managers, reducing processing time significantly.

Once all requirements are documented, a final copy of the agreement will be forwarded to you for signatures from your Comptroller and Approving Authority.

Once the signed agreement has been returned, distribution will be accomplished by Support Agreement Manager.

An annual review of the ISSA funding annex will be accomplished by FMMC directorates, and the receiver's Comptroller to ensure accurate costing data.

Send requests for support to: FMMC
Directorate, Resource Management
ATTN: Support Agreements Manager
204 Lee Ave, Bldg 59 Rm 206
Ft Myer, Virginia 22211
Telephone: DSN: 426-0645
COMMERCIAL: (703) 696-0645
FAX: DSN: 426-8874 or (703) 696-8874

Installation Support Services Catalog Procedures

1. **PURPOSE:** This procedure guide has been developed to describe the method the Installation Support Services Catalog (ISSC) and related support agreements are to be prepared, negotiated, and finalized. The (ISSC) concept has been designed to decrease coordination time, clarify standard installation services, reduce the size of the support agreement, and eliminate unneeded wordsmithing.
2. **INITIATING AN ISSC SUPPORT AGREEMENT:** Receivers review catalog for required support and complete the Agreement Coordination Worksheet. This customer data will be used in drafting the Support agreement and determining costs. The Receiver identifies the support required on the Support Services Request Form.
 - a. **Standard/Customary Support Service:** Required standard support services will be marked with an "X" on the Support Services Request Form.
 - b. **Tailored/Non-Standard Support Service:** Tailored support services are drafted enumerating limited or unique support not as written in the ISSC.
 - c. **Request for Installation Support Notification:** A copy of the Agreement Coordination Worksheet will be sent to all the functional managers when their category of support has been selected. The cover letter will request a response if the functional manager does not believe they can provide the support to the requesting receiver as described in the current ISSC. *If there are no objections, the agreement will only be coordinated with that function if non-standard support is requested.*
3. **COORDINATION OF THE SUPPORT AGREEMENT:** The support agreement draft will be sent to each functional area where non-standard support has been requested and to the Support Agreement Manager (SAM). The SAM will create the ISSA Funding Annex using the Support Services Request Form, calculate all reimbursable costs and coordinate with the Budget Office and all applicable directorates. The SAM will consolidate comments from all involved, attach the funding annex and send the agreement to the receiver for review and signature. If the agreement is accepted by the receiver as written, it will be sent to supplier comptroller and approval authority for final signatures and distribution. If the receiver identifies problem areas, the comments will be coordinated with the appropriate functional managers for their concurrence. Once all signatures are obtained, the SAM will forward the ISSA to the FMMC Garrison Commander for approval and signature.
4. **CONFLICTS DURING NEGOTIATIONS:** When agreement cannot be reached, a meeting will be set for negotiations between the functional managers and the receiver. The final draft will be returned to the receiver for comptroller and approval authority signatures.
5. **IMPASSES ON THE AGREEMENTS:** If agreement cannot be reached on a particular category, the impasse will be elevated to the FMMC Garrison Commander level for resolution. When no agreement can be reached at this level, an impasse will be declared, the category will be removed from the agreement, and a statement noting the impasse will be included in the General Provisions block. The facts related to the impasse will be referred in writing, by the supplier and receiver, to the parent MACOM's counterpart with information copies to the installation SAM and the MACOM SAM.
6. **PERIODIC REVIEW AND MODIFICATION OF THE ISSC:** Periodic reviews and modifications of the catalog will be required to reflect any changes in support availability or support configuration on the installation. This should be done every 2-3 years.

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ADMINISTRATIVE SERVICES (Customarily Non-Reimbursable) (HRD)

Includes records management, document control and handling, forms and publication.

A. FMMC Will:

Provide support in Record Holding, Publications and Blank Forms (DoD, Army, GSA, Optional Forms, etc.) (when not available electronically). Acts as the focal point for all FOIA and PA requests coming into the Fort Myer and Fort McNair military communities. Assigns case numbers, disseminates and suspenses for action, coordinates legal review, and responds to requestor.

B. Receiver Will:

Transfer records during the months of October and January of each year. Provide requirements for blank forms and publications.

AUDIO AND VISUAL INFORMATION SERVICES (Customarily Reimbursable) (DOIM)

Includes still photography, graphics, and multimedia presentation services. Also, includes film, video and audio media services.

A. FMMC Will:

Assist in coordinating VI/AV services and products through U.S. Army Audio Visual Information Directorate (USAVID) or Fort Belvoir. Includes equipment, products, facilities, personnel, and procurement as they pertain to customer's request, i.e., digital still photography, passports and special events, when personnel are available, television productions (video and audio recording), loan of video tapes; audio visual equipment (user operated).

B. Receiver Will:

Submit appropriate request for support desired. Give advance planning information for any major support requirement, which might involve substantial or additional support such as special ordering or other undetermined factor. Provide funds for all support provided based on incremental cost policy. For productions, provide script, technical advisors and narrator or the cost for a narrator when needed. Provide overtime funds for all priority work requests. Bill will be provided to the TENANT for actual workload cost which includes lab and materials.

ADP, NETWORK INFORMATION SERVICES (Customarily Reimbursable) (DOIM)

Includes access to local network, e-mail, printer, storage, web, and other information services.

A. FMMC Will:

Provide network information services including electronic mail, Internet and Intranet access, as well as access to local area network, Print services, and remote storage services. Provide consultation services relating to Information Management Systems. Troubleshoot local network components.

B. Receiver Will:

Comply with appropriate DOD and DA regulations governing network and information system access and request services through DOIM's Help Desk. Reimburse for actual cost of Information Technology (IT) procurements.

ASSET MANAGEMENT (Customarily Reimbursable) (DOL)

Includes property book and document registering management for garrison installation assets IAW AR 710-2, DA Pam 710-2-1, AR 735-5.

A. FMMC Will:

Provide requisitioning, receipt, short-term holding, accounting for, issuance, delivery, pick-up, disposition / redistribution, and turn-in of property, maintenance of hand receipts reconciliations, and inventories.

B. Receiver Will:

Comply with Host policy and Procedures. Submit requirements.

CENTRAL ISSUE FACILITY (DOL)

Includes core OCIE supply services IAW AR 710-2, DA Pam 710-2-1.

A. FMMC Will:

Provide accountability, individual clothing records and control.

B. Receiver Will:

Comply with Host policy and Procedures. Submit requirements.

COMMON USE FACILITY CONSTRUCTION, OPERATIONS, MAINTENANCE AND REPAIR (Customarily Non-Reimbursable) (DPW)

Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also, includes common benefit signs, energy consumption, grass cutting, snow removal, street cleaning, and installation

beautification projects.

A. FMMC Will:

Provide operation, maintenance, repair, and minor construction or alteration of common use infrastructure, roads, grounds, surfaced areas, structures, real property, and installed equipment. Also, includes common benefit signs, grass cutting, snow removal, and beautification projects.

B. Receiver Will:

Remove snow and ice from any common use sidewalks and steps that directly serve the receiver's facility or are in immediate proximity to the facility and sand/salt as necessary. Reimburse, as required, for services rendered.

COMMUNICATIONS SERVICES (Customarily Reimbursable) (DOIM)

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines and special communications-electronics equipment services.

A. FMMC Will:

Provide basic equipment for official telephone services, with access to DSN, FTS, and the commercial telephone service. Procure, install, and maintain intercommunication and systems within HOST's capabilities. Provide support, as required, to maintain connection of telecommunications network at the installation.

--Provide Video Teleconferencing (VTC) support as required.

B. Receiver Will:

Make requirements known and reimburse for actual cost of leased lines, telephone work orders, telephone troubles and purchases of telephone instruments.

COMMUNICATIONS SERVICES (Customarily Reimbursable) LAN CONNECTIVITY (DOIM)

A. FMMC Will:

Provide connectivity to the installation LAN.

B. Receiver Will:

Make requirements known and reimburse HOST for actual costs.

COMMUNICATIONS SERVICES (Customarily Reimbursable) LONG DISTANCE SERVICE (DOIM)

Includes connectivity to DSN and commercial telephone lines (FTS).

A. FMMC Will:

Provide connectivity.

B. Receiver Will:

Request service and reimburse HOST for actual costs.

COMMUNITY RELATIONS (Customarily Non-Reimbursable) (MWR)

Includes public relations activities, charity fund raising events, and installation open house programs.

A. FMMC Will:

Community relations will be available.

B. Receiver Will:

Make requirements known.

COMMUNITY SERVICES (Customarily Non-Reimbursable) (MWR)

Includes family support center activities, child development services, and dependent youth activities.

A. FMMC Will:

Provide child development and care programs, youth services and family support center activities.

B. Receiver Will:

Comply with HOST policy/procedures. Submit requirements.

CUSTODIAL SERVICES (Customarily Reimbursable) (DPW)

Includes janitorial and cleaning services for customer-occupied and customer-used facilities and areas.

A. FMMC Will:

Provide support. Basic custodial service currently consists of sweeping of tile floors and/or

Vacuuming carpeted floors; cleaning and supplying of restrooms, cleaning water fountains, and Emptying waste receptacles. Frequency will be determined based on need (and reimbursed accordingly).

B. Receiver Will:

Reimburse, as required, for service rendered.

DISASTER PREPAREDNESS (Non-Reimbursable) (DPTMS)

Includes operation of disaster preparedness programs and related services, equipment, and facility support for emergencies and wartime operations.

A. FMMC Will:

Provide or program for response to wartime and peacetime emergency situations in CONUS.

B. Receiver Will:

Comply with applicable regulations and directives.

DUPLICATION SERVICES (Customarily Reimbursable) (DOIM)

Includes the operation and maintenance of the Cost Per Copy (CPC) centralized office copier equipment and related services.

A. FMMC Will:

Provide copy support.

B. Receiver Will:

Reimburse for support provided (cost per copy). Make requirements known to DOIM.

EDUCATION SERVICES (Customarily Nonreimbursable) (HRD)

Includes instruction, counseling, and testing.

A. FMMC Will:

Provide these services as authorized by AR 621-5 and applicable policies.

B. Receiver Will:

Comply with AR 621-5 and HOST policies. Assure that paperwork for tuition assistance is submitted in a timely manner.

ENTOMOLOGY SERVICES (Customarily Reimbursable) (DPW)

A. FMMC Will:

Review and provide approval for any contracts of Entomology services which the Receiver requests.

B. Receiver Will:

Comply with HOST policies, procedures and guidance. Procure services from approved source of vendors and reimburse service provider directly using own funds thru contracts and/or charge cards on a routine basis. Any Entomology contracts which the Receiver pursues will require DPW and MACOM review and approval before service is contracted. Reimburse, as required, for service rendered.

ENVIRONMENTAL CLEAN UP (Customarily Reimbursable) (DPW)

Includes collection, clean-up, transportation, and disposal of hazardous material.

A. FMMC Will:

In the event an incident, caused by TENANT, results in adverse environmental impact, restore environment, using legally acceptable methods in a timely manner.

B. Receiver Will:

Receiver will comply with HOST policies, procedures, and guidance. Reimburse HOST for actual cleanup costs if incident caused by TENANT.

ENVIRONMENTAL COMPLIANCE (Customarily Non-Reimbursable) (DPW)

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials -- does not include clean-up and disposal of hazardous materials.

A. FMMC Will:

Provide environmental support, to include recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous material. Basic level of service consists of recycle materials being picked up from designated Post buildings at least once a week.

B. Receiver Will:

Comply with applicable Army regulations and directives, and with all local, state, and federal laws IAW Ft. Myer policy. Advise DES of need for emergency services. Reimburse, as required, for services rendered.

EQUAL OPPORTUNITY SERVICES - EO (Customarily Non-Reimbursable)

A. FMMC WILL:

Perform duties IAW AR 600-20, Chapter 6. The Equal Opportunity Advisor (EOA) will advise the commander, military personnel and family members on all aspects of Equal Opportunity (EO). Assist the commander with Command Climate Surveys (CCS) and Staff Assistance Visits (SAV) as requested. Process formal and informal complaints of discrimination based on Race, Color, Religion, National Origin or Gender, to include Sexual Harassment. Provide training and resources to enhance teamwork and eliminate real or perceived discriminatory behavior in the workplace. Provide ethnic observances in a centralized location.

B. RECEIVER WILL:

Appoint a primary and alternate Equal Opportunity Representative (EOR) in the grade of SSG or above to promote equal opportunity and teamwork within the unit. Ensure that the EORs attend the EOR course, and the small group instructors training course. The EOR will promote EO at the unit level through quarterly training, promotion of ethnic observances, and most importantly, through leadership by example. Provide investigating officers, if necessary, to conduct investigations of alleged or perceived discrimination in the workplace IAW ARs 15-6 and 600-20.

QUANTITY: Number of Soldiers _____. **FREQUENCY:** As required.

EQUAL EMPLOYMENT OPPORTUNITY SERVICES (Customarily Reimbursable) (EEO)

A. FMMC Will: Provide for civilian personnel, includes Affirmative Employment Plan, complaint processing and training in EEO.

B. Receiver Will: Abide by Regulation and procedures used for installation EEO Program.

EQUIPMENT MAINTENANCE REPAIR (Customarily Reimbursable) (DPW)

Includes maintenance and repair of industrial equipment, construction equipment, and other non-tactical equipment, etc (does not include vehicles).

A. FMMC Will:

Provide for the maintenance and repair of equipment within the capability of the HOST.

B. Receiver Will:

Provide updated List of Equipment to Maintenance Division, Directorate of Engineering and Logistics, and update list as changes occur. Reimburse HOST for actual costs.

FACILITY CONSTRUCTION AND MAJOR REPAIR (Customarily Reimbursable) (DPW)

Includes minor construction, alterations, additions, and major repair to modernize, replace, expand, or restore real property. Also, includes related planning and design.

A. FMMC Will:

Provide master planning service. HOST will provide documentation to substantiate charges. Consider TENANT needs in preparation of all phases of the installation plan.

--Provide maintenance and repair of real property (buildings, structures/non-building factory, grounds, railroads, roads/trails, sidewalks, parking, bridges), installed equipment in buildings (furnaces, air-conditioning, chillers, exhaust fans, fire suppressors, and elevators), and hand tools/safety equipment to accomplish the same. HOST will provide documentation to substantiate charges.

--Provide additions to existing facilities within authority, minor construction within authority, minor construction within facilities (e.g., new walls, electrical outlets, and light fixtures) and alterations that change the use of existing facilities. Host will provide documentation to substantiate charges.

B. Receiver Will:

Provide input data/planning documents for desired projects. Reimburse HOST for actual costs.

Comply with HOST regulations and procedures. Advise DPW of emergency needs. Reimburse actual M&R dollars for buildings and installed equipment and contract M&R for installed equipment, within the scope of contract for TENANT assigned facilities.

Reimburse HOST for all costs for additions to existing facilities, minor construction changes within

facilities, and alterations that change the existing facility use, when MCA authority not required. Provide DPW with detailed scope of work to review for approval during the planning stages of work. Reimburse, as required, for services rendered.

FACILITY MAINTENANCE AND MINOR REPAIR (Customarily Reimbursable) (DPW)

Includes routine and cyclical preventive maintenance and minor repairs required to preserve or restore real property so it may be used for its designated purpose.

A. FMMC Will:

Provide real property maintenance and make available same level of support as that provided the Garrison and other TENANT activities.

B. Receiver Will:

Request services as required. Reimburse, as required, for services rendered.

FIRE PROTECTION (Customarily Non-Reimbursable) (DES)

Includes fire fighting, protection, and prevention program.

A. FMMC Will:

Develop and monitor the fire prevention and protection program post-wide. Formulate installation regulations for reduction and elimination of fire hazards. Respond to alarms and take prompt action and conduct investigations of post fires in conjunction with the Provost Marshal.

B. Receiver Will:

Ensure all precautions are taken in the prevention of fires. Conduct regular inspections and promote fire prevention programs.

CRASH AND RESCUE SERVICES:

A. FMMC Will:

Provide crash and rescue service to air fields.

B. Receiver Will:

Request support as required.

FIRE FIGHTING EQUIPMENT AND COMPONENTS (MAINTENANCE):

A. FMMC Will:

Provide for the maintenance and repair of general or special purpose fire fighting equipment and their components.

B. Receiver Will:

Request support from DBOS as required.

FIRE FIGHTING EQUIPMENT AND COMPONENTS (SUPPLY):

A. FMMC Will:

Provide for the supply of general or special purpose fire fighting equipment and their components. Equipment, i.e., fire extinguishers will be issued to the receiver on a hand receipt.

B. Receiver Will:

Request support as required.

QUANTITY: As required. **FREQUENCY:** As required.

FOOD SERVICES (Customarily Non-Reimbursable) (DOL)

Includes preparation and service of food to authorized personnel and related dining facilities operations.

A. FMMC Will:

Provide provision, preparation and serving of food to authorized personnel.

B. Receiver Will:

Request and comply with HOST policies and procedures.

HEALTH SERVICES (Customarily Non-Reimbursable) (MEDCOM)

Includes administration of healthcare programs, outpatient medical and dental treatment, and other related medical support and professional services. Also, includes veterinary support.

A. FMMC Will:

Support provided by MEDCOM to authorized personnel.

B. Receiver Will:

Request services from MEDCOM

HOUSING AND LODGING SERVICES (Customarily Non-Reimbursable) (CMD), (GRP)

Includes family, unmarried, and unaccompanied housing referral services. Also, includes operation of family housing, bachelor officer quarters, bachelor enlisted quarters, and transient accommodations.

A. FMMC Will:

Assign government-owned and controlled family housing through Housing Div. Provide assistance in obtaining available off-post facilities on an equal opportunity basis in accordance with DoD instructions. Personnel will be assigned to the appropriate field grade, company grade, and enlisted quarters based on a share-and-share alike basis for quarters at Ft Myer. Provide lodging services, as available, for official visitors and students in a TDY status. If services are not available, provide Certificate of Non-availability Number (CNA) and limited information on local hotels.

B. Receiver Will:

Require all assigned or attached military personnel authorized Basic Allowance for Quarters reporting to Ft. Myer to report to the Housing Div for processing upon arrival and departure. Require military personnel to make application for government quarters with the Housing Manager, who places the applicants on the housing list on the same basis as other personnel under current regulations. Have temporary duty personnel request services as soon as the need is known. Comply with installation policy and procedures (ex: Attend U-DO-IT classes, withdraw materials from U-DO-IT, make simple repairs, etc.)

LAUNDRY & DRY CLEANING (Customarily Reimbursable) (DOL)

Includes central direction and guidance for the operation of the installation laundry and dry cleaning programs in accordance with environmental, OSHA / host nation, and other applicable regulations and policies.

A. FMMC Will:

Provide centralized, mission related, laundry and dry cleaning services.

B. Receiver Will:

Drop off and pick up laundry in accordance with Host policy and procedures.

MAIL SERVICES (Customarily Non-Reimbursable) (HRD)

Includes locator service, collecting, accepting, sorting, and routing of official and personal mail on DOD installations and in DOD-owned/leased facilities.

A. FMMC Will:

Provide locator services, acceptance, sorting, and routing of outgoing and incoming official mail when not otherwise provided by the U.S. Postal Service.

B. Receiver Will:

Comply with local policies and procedures. Provide information for locator data entry.

MAIL POSTAL SERVICE (Customarily Reimbursable) (HRD)

Includes postage and fees for official mail and application thereof.

A. FMMC Will:

Provide postage and fee services for USPS and UPS.

B. Receiver Will:

Reimburse actual cost, as required, for service rendered.

MILITARY / CIVILIAN PERSONNEL SERVICES (Customarily Nonreimbursable) (HRD)

Includes passport, social security, and other personal affairs services for military personnel. Includes processing of military evaluations, identification cards, line-of-duty investigation reports, casualty assistance reporting, mortuary affairs support, relocation assistance and transition assistance.

A. FMMC Will:

Provide services that include, but are not limited to, passport, social security, and other personal affairs services. Also includes line-of-duty investigation reports, casualty assistance reporting, mortuary affairs support. Military personnel will not be obligated to perform any duty/detail roster-type activities such as CQ, SDNCO, etc. Provide military personnel support and service on the same basis as for other personnel, to include: processing identification cards, maintenance of personnel records, processing evaluations, processing personnel actions, reassignment processing, etc.

B. Receiver Will:

Submit request for support. Comply with local policies, procedures, regulations, and directives.

MORALE, WELFARE, AND RECREATION (MWR) ACTIVITIES (Customarily Non-Reimbursable)

Includes operation of gyms, fitness centers, athletic fields, and related services.

Includes officer, non-commissioned officer, enlisted, community and other recreational clubs.

A. FMMC Will:

Provide MWR services.

B. Receiver Will:

Use facilities. Provide military strength data, as required, for morale support activities and abide by local policies and procedures.

POLICE SERVICES (Customarily Non-Reimbursable) (DES)

A. FMMC Will:

Plan and supervise all police operations within the Fort Myer Military Community (FMMC), inclusive of Fort Myer, VA, Fort McNair, Washington D. C, and Henderson Hall, VA. Provide law enforcement, traffic regulation and access control to ensure the security, force protection and health, life and safety of all personnel. Maintain Military Police Reporting System and Filing System. Provide Quality Control on all police reports that are released to the public. Provide copies of Military Police Reports and Military Police Traffic Accident Reports to personnel who require one, such as Commanders/Directors, Insurance Companies, Soldiers/military personnel, SJA Claims Section and other authorized Law Enforcement Agencies. Provide clerical support to all Police Sections and Investigation Agencies. Initiate all Bar Letters for confirmed criminal conduct and maintain installation Bar List. Maintain all local files and records on crime trends reported to police. Maintain case files and records on all Commander Actions, Supervisors Report of Disciplinary Actions. Maintain records depository IAW AR 190-45. Provide, maintain and train selected personnel for operation of the NCIC (National Criminal Information Center) and COPS (Centralized Operations Police Suite). Maintain all records entered into criminal records center for a period of five (5) years. Provide Brady Bill information to Military Police, State, Local and Federal Law Enforcement agencies when requested.

B. Receiver Will: comply with all Local, State, Military and Federal laws, policies and regulations. Request for Military Police Reports and copies of Records will be submitted 10 days prior to release. Emergency requests will be approved on a case by case basis.

PHYSICAL SECURITY (Customarily Non-Reimbursable) (DES)

A. FMMC WILL plan, develop, and coordinate all Physical Security requirements for the installation. Responsible for conducting Physical Security inspections/surveys as required IAW AR 190-13. Provide Physical Security training and briefings to Garrison and tenant organizations. Provide oversight and management of the Integrated Intrusion Detection System (ICIDS) alarm system program. Review and verify construction plans and work orders with physical security requirements. Provide subject matter expert guidance to the Force Protection program. Responsible for the Force Protection MDEPS QLPR and QPSM and performs functions as the principal staff coordinator for the Installation Physical Security Plan.

B. RECEIVER WILL allow required access by physical security specialists to conduct physical security surveys and inspections; reply, by endorsement, to all deficiencies noted on physical security surveys or inspections in accordance with AR 190-13 and AR 190-51. Reimburse costs for maintenance and upgrades to intrusion detection equipment requirements. Provide internal physical security from own resources.

QUANTITY: As required. **FREQUENCY:** As required.

PRINTING (Customarily Reimbursable) (HR)

Includes the operation of centralized printing, collating, binding, and mass mail addressing services. Customarily reimbursable.

A. FMMC Will:

No support provided in this agreement

B. Receiver Will:

Submit requirements to Defense Automated Printing Service.

PUBLIC AFFAIRS (Customarily Non-Reimbursable) (PAO)

Includes activities aimed at responding directly or through news media to the general public's right and need to know how DOD activities accomplish assigned tasks and missions. Also, includes distribution of public and community relations information.

A. FMMC Will:

PAO within resources provide media relations, command information, and community relations support capabilities on installation related matters.

B. Receiver Will:

Ensure that assigned personnel comply with applicable regulations and directives.

REFUSE COLLECTION AND DISPOSAL (Customarily Reimbursable) (DPW)

Includes collection and disposal of trash and waste materials.

A. FMMC Will:

Provide services for collection and disposal of trash and waste materials within HOST capabilities, by contractor services. Refuse services currently consist of emptying dumpsters at least once a week or when full, emptying dumpsters at food service facilities six days a week, emptying stationary trash receptacles around buildings. Recycle materials are picked up from designated Post buildings at least once a week.

B. Receiver Will:

Comply with HOST policies. Ensure all refuse is properly placed in refuse containers. Appoint a POC for refuse disposal. Coordinate all complaints and special trash disposal needs. Follow HOST policies on recycling of certain refuse items. Reimburse, as required, for services rendered.

RELIGIOUS SUPPORT (Customarily Non-Reimbursable) (RSO)

Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education.

A. FMMC Will:

The installation Chaplain's Office will, within capabilities, provide general religious support as follows:

1. Advise the commander and staff on matters of religion, morals and morale as affected by religion.
2. Establish and publish a religious support plan, identifying a specific chaplain to provide coverage.
3. Provide opportunities for public worship to include performing ministrations, sacraments, and ordinances as requested (e.g., burials, marriages, baptisms, confirmations, etc.)
4. Provide opportunities for religious education.
5. Provide pastoral care to include:
 - a. Conducting barracks, workplace, home, hospital and confinement visitations, as required.
 - b. Conducting pastoral/marriage and family counseling and/or referrals, as appropriate.
 - c. Taking part in command activities as requested.
6. Participate in military and patriotic ceremonies as requested (e.g., providing invocations, readings, prayers or benedictions).

B. Receiver Will:

Request services.

RETAIL SUPPLY (DOL)

Includes core retail supply (Class II, III, IV, VII, and IX) services IAW AR 710-2-2, AR 735-5, AR 725-50

A. FMMC Will:

Requisition, issue and deliver goods.

B. Receiver Will:

Comply with Host policy and Procedures. Submit requirements.

RETIRED AFFAIRS (Non-Reimbursable) (HRD)

Includes operation of retired affairs support office, special services, activities, and programs provided primarily for retired personnel.

A. FMMC Will:

Provide retired affairs support.

B. Receiver Will:

Use services and abide by local policies and procedures.

SAFETY (Customarily Non-Reimbursable) (SO)

Includes operation of safety programs, educational support, and promotional efforts.

A. FMMC Will:

Provide safety services detailed in AR 385-10.

B. Receiver Will:

For accidents occurring at TENANT facility or on HOST installation, TENANT will forward all recordable accident reports to the HOST safety office. TENANT will follow HOST safety policies while at the TENANT facility or on the HOST installation.

SOCIAL ACTIONS (Customarily Non-Reimbursable) (HRD)

Includes civilian and military personnel assistance and training on substance abuse and human relations.

A. FMMC Will:

Provide services, assistance, and counseling to civilian and military personnel on matters pertaining to alcohol and drug abuse. Provide testing for drugs to the military personnel.

B. Receiver Will:

Comply with HOST policy and procedures and request support.

SNOW/ICE REMOVAL (Customarily Non-Reimbursable) DPW

A. FMMC Will:

Provide snow and ice removal. The physical removal of snow and ice will be accomplished to ensure safety.

B. Receiver Will:

Request support services from Director of Public Works (DPW). Building occupant will remove snow and ice from steps, walks, landings. Similar areas directly adjacent to the building.

STORAGE & WAREHOUSING (Customarily Reimbursable) (DOL)

Includes provisions of space and services related to the management of commodities, material, and equipment; includes receipt, storage, issue, and shipment of items from storage.

A. FMMC Will:

Provide adequate storage space/buildings if available.

B. Receiver Will:

Comply with Host policy and Procedures. Submit requirements.

TRANSPORTATION SERVICES (Customarily Reimbursable) (DOL)

Includes serving as installation POC for transportation plans, programs, policies and procedures.

A. FMMC Will:

Provide installation transportation motor pool operations / services including testing and licensing of drivers and management of government owned and GSA non-tactical vehicles (NTV).

B. Receiver Will:

Comply with Host policy and Procedures. Submit requirements. Reimburse actual costs, as required.

UTILITIES (Customarily Reimbursable) (DPW)

Includes water, sewage, electricity, natural gas, and fuel oil services. Also, includes central generation and distribution of steam, chilled water, and compressed air.

A. FMMC Will:

Make all utilities available, as needed and priced in accordance with Army TN 420-41-1. HOST to determine the actual consumption and billing. HOST will provide documentation to substantiate charges.

B. Receiver Will:

Comply with HOST policy and procedures, to include energy conservation directives, including appointment of building energy monitors and area energy coordinators as outlined in QMCFL 420-4. Reimburse, as required, for services rendered.

WEATHER SERVICES (Customarily Non-Reimbursable) (DPTMS)

Includes advising and providing timely notification of weather conditions that would affect planned activities.

A. FMMC Will:

Provide notification in the event severe weather conditions necessitate closing of the HOST installation. Provide the same medium of notification as for other on post activities.

B. Receiver Will:

Comply with HOST policies and procedures.

SUPPORT SERVICES REQUEST					
Receiver		Address			
Point of Contact (SAM)					
		Email Address:			
Telephone	Request Date		Required Date		Major Command
Support Category (Reimbursable)		Indicate "X"		Support Category (Non-Reimbursable)	
		Standard	Tailored		
Audio and Visual Support				Administration Services	
ADP, Network Information Services				Religious Support	
Communication Services				Clubs	
Communication Services (LAN)				Common Use Facility Const, Ops	
Communication Services (Longhaul)				Community Relations	
Custodial Services				Community Services	
Duplication Services				Disaster Preparedness	
Education Services				Environmental Compliance	
Entomology Services				Equal Opportunity Services	
Environmental Cleanup				Fire Protection	
Equipment Maintenance - Repair				Food Services	
Facility Construction & Major Repair				Health Services	
Facility Maintenance & Minor Repair				Housing and Lodging Services	
Mail Postal Service				Mail Services	
Military / Civilian Personnel Services				Morale, Welfare & Recreation (MWR) Services	
Printing				Occupational & Industrial Health Services	
Refuse Collection and Disposal				Police Services	
Storage and Warehousing				Public Affairs	
Transportation Services				Retired Affairs	
Utilities				Safety	
Vehicle Support				Security Services	
Equal Employment Opportunity Services				Social Actions	
				Weather Services	
Remarks (Additional or Tailored Services)					
<p>NOTE: Reimbursement if any will be determined by Ft. Myer Garrison, DRM after agreement is developed.</p>					

AGREEMENT COORDINATION WORKSHEET

(RECEIVER DATA)

A. POINT OF CONTACT (Typed Name an Rank/Grade)		2. ORGANIZAITON	3. OFFICE SYMBOL	4. MAJOR COMMAND	
5. UNIT LOCATION ADDRESS			6. UNIT BILLING ADDRESS		
a. Name and Address			a. Name and Address		
Email:			Email:		
b. Telephone DSN: COMM:			b. Telephone DSN: COMM:		
b. FAX DSN: COMM:			b. FAX DSN: COMM:		
7. AUTHORIZED PERSONNEL STRENGTH					
a. Active Duty Military Officers: Enlisted:			b. Civilians DOD Civilians: Non-DoD Civilians:		
c. Other Military Officers: Enlisted:					
8. FACILITIES DATA					
Building Number	Square Footage	Building Number	Square Footage	Building Number	Square Footage
9. UNIT MISSION STATEMENT (UNCLASSIFIED)					
10. SPECIALIZED EQUIPMENT TO BE SUPPORTED BY THIS AGREEMENT					
11. UNIT POINT OF CONTACT			12. INSTALLATION SUPPORT AGREEMENT COORDINATOR		
a. Name and Rank/Grade			a. Name and Rank/Grade		
b. Address			b. Address		
Email:			Email:		
13. COMPTROLLER SIGNATURE BLOCK (Receiver)			14. APPPROVING AUTHORITY SIGNATURE BLOCK (Receiver)		
			Phone Number:		